




# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*  
Division of Financial Operations

## PAYROLL ADMINISTRATION MEMORANDUM - NO. 14, 2005 - 2006

**DATE:** March 15, 2006  
**TO:** Payroll Secretaries/Timekeepers/Personnel Liaisons  
**FROM:** Vincent A. Giordano   
Executive Director  
**SUBJECT:** Payroll Web Employee Self-Service- Improved Sign-In Process

As you know, the Department of Education's Division of Financial Operations has instituted an online system to allow employees access to various payroll features. Payroll Web Employee Self-Service applications provide employees the ability to view their payroll check details as well as to enroll, update or cancel payroll benefits without having to submit paperwork. The online payroll applications are as follows:

- **Employee Payroll Inquiry** – view paycheck details online before the actual paycheck date.
- **Electronic Funds Transfer** – employee can enroll, update or cancel their direct deposit enrollment.
- **Transit Benefit Payroll Deduction** – employee can enroll, update or cancel their enrollment in the City of New York Metrocard program.
- **U.S. Savings Bonds Payroll Deductions** – employees can enroll, update or cancel various savings bond programs.
- **Transit Spending Account** – employees can enroll, update or cancel their enrollment in the City of New York transit debit card program.

As an improvement to the application, we will be converting the sign in process from Global Single Sign In to Active Directory authentication beginning Monday, March 20, 2006. The user friendly sign in process encourages the use of the application by employees without compromising the confidentiality and security of the employee's information.

The employee self service application may be accessed at <https://payrollportal.nycboe.net> . A link to this application is also available for access through DFO maintained applications such as the FAMIS Portal and CPS Extended Use System.

Please distribute the attached Payroll Web Employee Self-Service insert and instructions to all employees.

**If you require any further information, please contact the Office of Administrative/Support Payrolls at (718) 935-3029.**

VAG/ms  
Attachment  
C: Phyllis Rini  
Judith Hederman